

REVISED EXAMINATION ANNOUNCEMENT

(March 20, 2023)

EXAM TITLE: ARSON AND BOMB INVESTIGATOR
EXAM CODE: 3FS07
EXAM BASE: OPEN
DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION
FINAL FILING DATE: **APRIL 21, 2023***

The bulletin announcing the above examination has been amended as follows:

*The final filing date has been extended to **APRIL 21, 2023**. Applications postmarked after APRIL 21, 2023 will **NOT** be considered for this examination.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

If using the United States Postal Service (USPS) for delivery, there is no guarantee that your application will be postmarked and arrive by the final filing date. If your application does not have a postmark and arrives after the final filing date, your application will not be accepted into the examination. Therefore, to ensure timely delivery of your application, it is recommended that you use either parcel service, or certified mail. Using one of these options will provide proof the application was sent prior to the final filing date.



ARSON AND BOMB INVESTIGATOR

3FS07

DEPARTMENT(S): Department of Forestry & Fire Protection
OPENING DATE: February 21, 2023
FINAL FILING DATE: April 21, 2023
EXAM TYPE: OPEN
SALARY: \$6,789.00 - \$8,747.00
LOCATIONS: Statewide

EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date of **April 21, 2023** unless otherwise noted on the classification specification.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, you **MUST** mark the appropriate box on the State application and submit the [Accommodation Request](#)

[Form \(STD. 679\)](#) with your application. This can also be found on the California Department of Human Resources website.

HOW TO APPLY

To apply for this examination, please complete and return the following:

- [Examination/Employment Application \(STD.678\)](#). This can also be found on the California Department of Human Resource's website. *You may submit your application by mail or in person.*
- A **Training and Experience Narrative** which is a written document responding to the questions in the **EXAMINATION INFORMATION** section, that will demonstrate how your background meets the knowledge, skills, and abilities cited in this examination bulletin.

SUBMIT BY MAIL OR IN PERSON:

Department of Forestry and Fire Protection
710 Riverpoint Court
West Sacramento, CA 95605
Examination Unit – (Attn: Lorenzo Pineda)

DO NOT SUBMIT APPLICATIONS VIA E-mail

Applications postmarked or personally delivered after the final filing date of, **April 21, 2023**, will not be accepted for any reason.

All applications must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications received without this information will be rejected.

PLEASE NOTE

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

If using the United States Postal Service (USPS) for delivery, there is no guarantee that your application will be postmarked and arrive by the final filing date. If your application does not have a postmark and arrives after the final filing date, your application will not be accepted into the examination. Therefore, to ensure timely delivery of your application, it is recommended that you use either parcel service, or certified mail. Using one of these options will provide proof the application was sent prior to the final filing date.

EXAMINATION INFORMATION

To obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. *This exam will consist of the following:*

TRAINING AND EXPERIENCE NARRATIVE – WEIGHTED 100%

A TRAINING AND EXPERIENCE NARRATIVE DOCUMENT WHICH RESPONDS TO THE FOLLOWING FOUR (4) QUESTIONS:

1. You have been assigned a criminal investigation involving a fire with a fatality. Please describe in detail at least 10 of your actions involving this investigative assignment.
2. You have been asked to testify in a court case as an expert witness concerning an explosion involving fireworks. Describe in detail at least seven actions you would take to prepare for this testimony.
3. You are dispatched to an explosion on state property. Describe in detail at least 10 of your actions while responding and/or on scene.
4. As an investigator, list at least six considerations while conducting interviews and/or interrogations.

When preparing your Training and Experience Narrative; follow the instructions below:

- Please use Arial font, size no smaller than 12
- Limit your responses to no more than a total of four (4) pages (**Only the first four pages will be scored**)
- Your document MUST be typewritten (**NO handwritten narratives**)
- Please clearly label the number that corresponds to the question to which you are responding.
- You may include multiple responses on a single page.
- Please place your name on each page of your narrative.

In this type of exam, the TRAINING AND EXPERIENCE NARRATIVE DOCUMENT is the examination. It is imperative you refer to the knowledge, skills, and abilities when responding to the questions above. **APPLICATIONS RECEIVED WITHOUT A NARRATIVE WILL BE DISQUALIFIED.**

It is anticipated the narrative review will be held in **April/May 2023**.

PLEASE NOTE: All exam questions are based on the Knowledge, Skills and Abilities listed in this bulletin and the [Arson and Bomb Investigator](#) classification specification, which is located on the CAL HR website. Use this information when preparing for this exam and retain this bulletin for your reference.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the Office of the State Fire Marshal performing the duties of an Arson and Bomb Investigator Assistant, Range B

Or II

Three years of experience in a public agency performing fire prevention work, two years of which shall have been in investigation of fire for cause and origin. Experience gained at the Office of the State Fire Marshal must be applied under Pattern I.

Or III

Three years of law enforcement experience in a police department, sheriff's office, or district attorney's office, two years of which shall have been in the investigation of fires and explosions suspected of being of incendiary origin.

ADDITIONAL DESIRABLE QUALIFICATIONS

Aptitude for investigative work; willingness to work throughout the State and at unusual hours, evenings, Saturdays, Sundays and holidays; may be on 24-hour call; alertness and keenness of observations; good memory for details, names, faces, places, and incidents; willingness to associate with criminals, suspects, and work in high crime environments; possession of a valid California driver's license and good driving record, applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment; physical agility; emotional and psychological stability; normal hearing.

ELIGIBLE INFORMATION

A Departmental eligibility list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

POSITION DESCRIPTION

The Arson and Bomb Investigator series describes work concerned with the investigation of suspected arson or bombings, and with the detection and apprehension of suspected criminals. Investigators in this series are peace officers. This is the full journey level investigator. Incumbents work independently or in teams on a variety of cases, specialized arson and explosive training programs or projects; conduct background and internal affairs investigations and do other related work.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. The ignition process and sources (e.g., electrical sparks, static electricity, friction) to determine fire origin and cause.
2. Fire development and spread to assist in locating origin and cause of the fire.
3. Techniques for documenting fire and explosion scenes for investigative purposes.
4. basic computer software programs (e.g., Word, PowerPoint, Excel) to electronically compile and analyze data to produce reports.
5. Modern English (e.g., spelling, grammar, punctuation, sentence structure) to ensure that written materials are complete and concise.
6. Math functions (e.g., arithmetic, statistics, formulas) in order to make calculations.
7. Fire origin and how it is used to determine the cause of fires at the Certified Fire Investigator level.
8. Burn pattern interpretation in order to determine origin and possible cause of fires at the Certified Fire Investigator level.
9. Peace officer standards (e.g., laws of arrest, search and seizure, use of force) to ensure due process of law.
10. State laws and regulations relating to fire and arson to implement effective operations.
11. Types of explosives (e.g., commercial, homemade, military) to identify potential hazards.
12. Types of explosions (e.g., deflagration, detonation, combustion, chemical, mechanical) to recognize them when determining the cause of an explosion.
13. Improvised explosives (e.g., bottle bombs, pipe bombs) to understand their functionalities at an advanced level.
14. The collection and preservation of evidence to testify in court.
15. Fire service and law enforcement terminology in order to communicate with supervisors, coworkers, and the public.
16. Active listening techniques to communicate with others.

17. The characteristics of explosives (e.g., deterioration, packaging, state) to understand common circumstances involving explosions.
18. Arson motives (e.g., fraud, profit, terrorism) to use as investigative tools.
19. Bombing motives (e.g., vandalism, terrorism, civil disorder) to use as investigative tools.
20. Post-blast investigation techniques (e.g., searches, collection, reconstruction) to locate evidence and identify possible suspects.
21. Equipment used in fire and explosion investigations to ensure safe operations at the journeyman level.
22. Techniques used in fire and explosion investigations to ensure safe operations at the journeyman level.
23. The applications of search and seizure laws (e.g., Fourth and Fifth Amendment to the United States Constitution) to perform legal searches and seizures.
24. Legal grounds for issuance of a search warrant or subpoena to participate in the legal process.
25. How scientific methods and principles are applied in the investigative process.
26. Health and safety hazards encountered during the performance of duties to mitigate personal safety risk.
27. Personal protective equipment (e.g., bomb suit, breathing apparatus, turnouts) used to enhance personal safety.
28. Customer service techniques for tactful communications with the public and stakeholders.
29. Relevant equipment (e.g., imaging systems, disrupters, digital cameras) to identify risk, mitigate threats, and collect evidence.
30. Department policies, procedures, and strategies to implement security operations for the protection of life, property, and environment.
31. Federal and State laws governing possession and use of explosives and destructive devices to determine legality of their possession and use.
32. Oral communication techniques to give status updates to management, the public, and the media in concise and accurate language.
33. Criminal investigation techniques (e.g., forensic, evidence collection, suspect interrogation) to assist the criminal investigation.
34. Federal and State laws, and local ordinances that apply to conducting fire and explosion investigations.
35. The stimuli capable of initiating explosives (e.g., friction, impact, shock, static) to prevent accidental injury or death.
36. The construction and mechanics of incendiary/explosive devices (e.g., commercial, homemade, military) to understand the potential for damage at the Hazardous Device Technician level.
37. Different effects of explosions (e.g., blast pressure, fragmentation, incendiary thermal) to ensure safety.
38. Destructive devices as defined in Federal and State law to understand the danger involved and ensure safety.
39. Basic court procedures to provide testimony (e.g., expert witness, hearsay, admissible evidence).
40. Types of explosives (e.g., commercial, homemade, military) to identify potential hazards at the Certified Explosive Specialist level.

41. Render Safe Procedures (e.g., identification, mitigation, documentation) to protect life, property, and environment.
42. Administrative investigation procedures (e.g., Firefighters Bill of Rights, Peace Officers Bill of Rights, citizen complaints) to ensure due process of law.
43. Department organizational hierarchy (e.g., span of control, Incident Command System, National Incident Management System) to operate within the chain of command.
44. Complex case management for report writing.
45. The California Law Enforcement Mutual Aid System (e.g., levels, procedures, individual roles) used to restore order during statewide emergencies.
46. The Department policies and procedures pertaining to law enforcement officers to mitigate and reduce risk and liability of the officers and the Department.
47. Department's safety procedures and programs (e.g., Injury and Illness Prevention Program, Violence in the Workplace, Workers' Compensation Program, California Occupational Safety Health Administration [CAL/OSHA]) to achieve workplace safety.
48. Training and certification processes, and procedures (e.g., Peace Officer Standards and Training Commission, Office of the State Fire Marshal) to acquire all necessary certifications (e.g., basic Peace Officer Standards and training certificate).
49. Peace Officers Bill of Rights to ensure compliance with State laws and Department policies.
50. Contemporary instructional methodology and techniques (e.g., visual, auditory, tactile, kinesthetic) to provide training to Federal, State, and local agencies.

Skill to:

1. Don and work in personal protective equipment (e.g., bomb suit, hazardous materials suit, mask, glove, eye protection) to safely operate in high stress situations.
2. Operate an assigned motor vehicle (e.g., bomb van, bomb truck, sport utilities) through adverse conditions in accordance with applicable Federal and State laws, regulations, and Department policies.
3. Speak to others in English to effectively convey and/or gather information (e.g., field interviews, lawful order, interrogation).
4. Read and comprehend the English language (e.g., Material Safety Data Sheet, technical manuals, warning placards) to interpret information.
5. Produce written correspondence (e.g., investigative report, emails, information bulletin) in English to convey information.
6. Use communication equipment (e.g., mobile phones, radios, computers) to exchange information and data in emergency and non-emergency situations.
7. Think critically to analyze, review, and assess technical and administrative data to develop reports, briefings, and other documents.
8. Adapt to stay current with emergent technology (e.g., computers, imaging systems, spectrometry) and changing standards.

9. Tactfully and diplomatically arbitrate conflicts between individuals with different viewpoints to de-escalate a situation.
10. Multitask to manage emergency and non-emergency situations.
11. Use proper body mechanics (e.g., bending, lifting, twisting) under the Injury and Illness Prevention Program to prevent personal injury.
12. Utilize office equipment and systems (e.g., filing, photocopying, fax) to perform administrative activities.
13. Administer medical care and Basic Life Support to preserve life in accordance with training and certification.
14. Utilize computer software (e.g. Microsoft Office Suite, Bomb Arson Tracking System, Accurint) to create graphic visual reports
15. Utilize Global Positioning Systems, maps, and compasses to locate, map, and travel between incidents.
16. Utilize hand and power tools (e.g., sawzall, shovel, flashlight) to safely clear the scene and gather evidence.
17. Observe the environment (e.g., safety hazards, unsafe structures, threats) to recognize deficiencies and maintain situational awareness.

Ability to:

1. Perform arduous physical activity in all conditions and terrain to prevent injury.
2. Complete work commitments timely and efficiently to meet operational needs.
3. Prepare written documents (e.g., affidavits, search warrants, subpoenas) to participate in the legal process.
4. Manage time and delegate tasks (e.g., investigative planning, resource allocation) to meet operational needs and complete the investigation or assignment.
5. Gather and analyze facts to provide investigative support.
6. Use correct grammar, spelling, syntax, document structure, and formatting to communicate a message in writing.
7. Comprehend and orally communicate in English to exchange ideas and accomplish daily tasks.
8. Work in emergency situations to safely accomplish the program mission.
9. Work long hours when working an investigation and surveillance to accomplish the program mission.
10. Travel long distances in emergency and non-emergency circumstances to accomplish the responsibilities of the Department.
11. Work in a team environment for problem solving and decision making to allocate resources and division of labor.
12. Communicate effectively with employees and management to exchange information and accomplish daily activities.
13. Follow oral and written directions to ensure safety and meet operational needs.
14. Interview witnesses to obtain information pertaining to an investigation.
15. Take direction from a supervisor in emergency and non-emergency situations to safely conduct operations.

16. Implement the applicable safety practices, policies, and procedures for workplace safety and protection.
17. Refer media request to communications staff and await further direction to ensure the protection of confidential information while providing accurate accounts.
18. Research Federal, State, and local laws, rules, regulations, and policies relating to the Office of the State Fire Marshal to meet mission objectives.
19. Organize and conduct fire and explosion investigations to meet the operational needs of the Arson and Bomb Unit.
20. Collect and preserve evidence (e.g., trace, fire debris, signed documents) for investigative purposes.
21. Make physical arrests using proper arrest and control tactics to safely apprehend the suspect.
22. Conduct complex investigations into criminal and non-criminal acts to maintain confidentiality.
23. Work independently as a fire investigator to develop an unbiased analysis and reach an impartial conclusion.
24. Work independently, make decisions, and take appropriate action with little or no direction in emergency and non-emergency situations to safely conduct operations.
25. Read and write legal and technical language to communicate laws, rules, regulations, and policies relating to the Office of the State Fire Marshal.
26. Select the appropriate tool or tools (e.g., sawzall, shovel, robot, flashlight) to perform a specific job task.
27. Operate electronic devices (e.g., cell phone, global positioning system, digital cameras, laptops) to obtain information and perform job assignments.
28. Manage time and delegate tasks (e.g., investigative planning, resource allocation) to meet operational needs and complete the investigation or assignment.
29. Interrogate suspects to obtain information pertaining to an investigation.
30. Accurately document fire and bomb scenes to complete required reports.
31. Implement and comply with Department policies and procedures (e.g., 9400 Handbook, Equal Employment Opportunity).
32. Establish and maintain the confidence and trust of stakeholders and cooperators in the course of the work to increase communication and resource utilization.
33. Identify complex problems to analyze the situation, establish priorities, develop a plan, and implement a solution.
34. Organize and conduct meetings with various entities (e.g., allied agencies, task forces, professional organizations) to exchange information and coordinate efforts.
35. Function as a lead investigator to ensure safety and accountability of the investigative team.
36. Assess technical and administrative data (e.g., Bomb Arson Tracking System, California Law Enforcement Telecommunications System, intelligence reports) to develop reports, briefings, and other documents.

37. Qualify as an expert witness at trials and hearings relating to fire and/or explosion investigations to participate in court.
38. Develop curriculum and deliver fire and explosives training courses to local, State, and Federal Agencies to protect life, property, and environment.
39. Communicate the Division's mission and goals to stakeholders to professionally represent the State Fire Marshal and the Department.
40. Obtain and maintain required certifications (e.g., Hazardous Devices Technician certification, Certified Explosive Specialist, Basic Peace Officer Standard Training certification) to comply with Department policies and procedures.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination, pursuant to Government Code section 18973.1, effective January 1, 2014 as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CalHR Veterans Information](#).

SPECIAL REQUIREMENTS

FELONY DISQUALIFICATION

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179 (b), or Division 2.5, Chapter 1, Article 4, Section 1722 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class. This felony disqualification applies only to those positions designated as peace officers.

BACKGROUND INVESTIGATION INFORMATION

Candidates selected for an appointment will be required to complete a Background Certification Statement regarding criminal convictions. A criminal conviction may preclude a candidate from employment; however, appointment commitments will be determined on a case-by-case basis.

CITIZENSHIP REQUIREMENTS

Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

CONTACT INFORMATION

Department of Forestry and Fire Protection
(916) 894-9580
CALFIREexams@fire.ca.gov

TDD is Telecommunications Device for the Deaf and is reachable only from phones
Equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)
STS is Speech-to-Speech Service for persons with a speech disability and is
reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

GENERAL INFORMATION

For all examinations (with or without a written feature), it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 894-9580, four to six weeks from the test date if he/she has not received a progress notification or notice to appear.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Forestry and Fire Protection reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.

How to apply for Veterans' Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference at [CalHR Veterans Information](#), and the Application for Veterans' Preference determination (CalHR 1093).